



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	PS: AG COMPLIANCE SPECIALIST (SP) [WORK TITLE: DAIRY PROCESSING SUPERVISOR]
POSITION NUMBER:	00053016
LOCATION:	FOOD SAFETY DIVISION, MANUFACTURED FOOD PROGRAM
POSTING DATE:	AUGUST 5, 2014
APPLICATION DEADLINE:	OPEN UNTIL FILLED
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	16
ENTRY SALARY:	Pay to be commensurate with knowledge and experience

DESCRIPTION OF DUTIES

- I. Standardize and conduct inspections and investigations with Processing and Compliance Specialist in Grade A and Non-Grade A Dairy plants to meet State and Federal (NCIMS) program compliance criteria.
 1. Reviews Business Plans and Sanitation Standard Operating Procedures for new dairy plants and informs industry stakeholders of inspection or investigation findings, detailing corrective action when necessary, completing supportive documentation in an accurate and timely manner.
 2. Assists Manufactured Foods Program Manager with technical reports and ensures the maintenance of plant equipment test, plant inspection and sample ledgers.
 3. Participates in program staff meetings as directed and networks with other state and federal agencies within the framework of the NCIMS and Manufactured Foods Program. Also meets and networks with various industry associations and organizations to ensure an effective means of open communication between industry stakeholders and the Georgia Department of Agriculture.
 4. Communicates compliance issues in dairy plants and training needs of Compliance and Processing Specialist to Program Manager.
 5. Assist Program Manager with complaints, illness investigations, recall notifications, and recall effectiveness checks in dairy establishments across Georgia.
 6. Provides technical support and guidance to Processing Specialist and Clerical Staff to ensure the implementation of a standardized regulatory program.
 7. Works with Processing Specialist and the Dairy Rating Officer to ensure that appropriate rules, regulations and laws are interpreted and enforced consistently.
 8. Reviews finished product labels and provides feedback to industry regarding acceptability of such labels.
- II. Conducts contract inspections and audits in dairy processing establishments to determine compliance with State and Federal laws and regulations.
 1. Assist Program Manager with organizing and adjusting annual work plan and completing dairy contract and audit inspections conducted in dairy processing establishments.
 2. Review Dairy Plant Processing Plans and Sanitation Standard Operating Procedures for compliance with state and federal requirements during inspections and informs dairy plant personnel on inspection or investigation findings, detailing corrective action when necessary, completing supportive documentation in an accurate and timely manner.

3. Assist Program Manager with evaluating new dairy processing plants and communicates that assessment through feedback to Program Manager.
4. Assist Program Manager in applying program standards under the Manufactured Food Regulatory Program Standards (MFRPS) for Non-Grade A Dairy Processing Plants.
5. Assist Program Manager with reviewing and entering completed reports, endorsements, and inspection data into various state and federal data systems.
6. Assist Program Manager with organizing and adjusting annual work plan.
7. Identify and report inspections that include food safety risk factor violations to the Manufactured Foods Program Manager in a timely manner so corrective action plans can be established and follow-up inspections can monitored by the Compliance Program Manager and other Program Managers.
8. Provides critical support to the Manufactured Foods Program by communicating with dairy industry by phone, mail, and e-mail the current laws, regulations, and guidelines necessary for compliance.
9. Respond to inquiries and complaints across Georgia from various groups including industry, public health, and other state or federal agencies on meeting current state and federal laws and regulations.
10. Submits license application, documents, and fee in accordance with established policies, laws, rules, and regulations.
11. Maintains all State issued equipment properly.
12. Assist Manufactured Foods Program Manager and Field Training Coordinator with training and cross-training of staff when directed.
13. Prepares and completes agency, State, and Federal forms as directed in an efficient and timely manner.
14. Assist Manufactured Foods Program Manager with providing outreach and education opportunities within the dairy industry and fosters a cooperative working relationship with the Food Industry, Academia, Federal, State, and Local Agencies.
15. Collects and submits food and water samples in accordance with Food Division Procedures as directed.
16. Identify and communicate problematic areas of compliance, cross-training needs of staff, opportunities for outreach and education to Manufactured Foods Program Manager and other Program Managers in support of the mission and goals of the Food Safety Division.

MINIMUM QUALIFICATIONS:

Completion of a bachelor's degree in agronomy, animal science, biology, chemistry or a related area **AND** Three years of experience conducting inspections and investigations for compliance, one of which in a lead/supervisory level

OR

Certification as a registered sanitarian or environmental health specialist **AND** Three years of experience conducting inspections and investigations for compliance, one of which in a lead/supervisory level

OR

Two years in a position equivalent to the lower level.

PREFERRED QUALIFICATIONS: *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- Previous experience conducting inspections of Grade A and Non-Grade A dairy plants, FDA contract inspections, audit procedures, and functional knowledge of Department regulations (including federal regulations adopted by reference), and commodity specific model ordinances.
- Working knowledge of the Digital Health Department (DHD), Windows computer operating system and applications.

HOW TO APPLY: **(WE ACCEPT APPLICATIONS AND/OR RESUMES BY EITHER TRANSMISSION LISTED BELOW.)**

- Mail a completed State of Georgia application and/or resume to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to GDAPersonnel@agr.georgia.gov.

PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING. ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW. NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR INTERVIEWS.

AN EQUAL OPPORTUNITY EMPLOYER
IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.